

Finance and Labor Relations Committee

Regular Meeting

Thursday, April 8, 2021 at 6:00 p.m.

Due to the COVID 19 orders of social distancing this meeting was held virtually at:
<https://meet.google.com/ngu-pcnx-vxa> and by phone at (US) +1 224-458-3254 PIN: 673 073 595#

MINUTES

- 1) **Call to order.** Cole called the meeting to order at 6:01pm.
- 2) **Roll Call:** Members present: Alderpersons Rick Cole, Joy Morrison and Dianne Duggan. Others present: Mayor William Hurtley, Community Development Director Jason Sergeant and Treasurer/Utility Accountant Julie Roberts.
- 3) **Approval of Agenda.** Duggan made a motion, seconded by Morrison to remove the bills from the agenda. Motion approved 3-0.
- 4) **Minutes.** Morrison made a motion, seconded by Duggan to waive the reading of the minutes of the March 4, 2021 regular meeting and to approve them as printed adding background check fee wording for the Operator's License item. Motion approved 3-0.
- 5) **Citizen appearances.** None.
- 6) **Bills.** Item removed from the agenda.
- 7) **New Business:**
 - a) **Motion to recommend to the Common Council approval of modified General Custodian position description.**

Duggan made a motion, seconded by Morrison to recommend to the Common Council approval of a modified General Custodian position description. Roberts shared that the position description has been edited to remove building and grounds maintenance. We are not getting a good applicant response with those items included. The second time we advertised there were four applicants. None of whom would have been a good fit for the position. There has been some discussion that cleaners are not applying because of the building and grounds maintenance attached to it. Roberts also shared that the person who was hired to do the cleaning at the library has resigned for health reasons. If we wanted to combine the two open positions would have to keep it at no more than 22 hours per week in order to avoid paying additional benefits that we have not budgeted for. Duggan remove her motion, Morrison removed her second. Duggan made a new motion to recommend to common council the approval of modified General Custodian position with some minor changes and to combine the 2 separate Custodian positions into one not to exceed 22 hour per week. Motion carried 3-0.
 - b) **Motion to Motion to recommend to the Common Council approval of the Employee Assistance Program (EAP) renewal agreement.**

Morrison made a motion, seconded by Dugan to recommend to the Common Council approval of the Employee Assistance Program (EAP) renewal agreement. Roberts stated that this is an annual renewal and is the same cost as the previous year. Motion Carried 3-0.
- 8) **City Administrator/Finance Director Report.**

Roberts shared that she and Community Development Director Jason Sergeant met with Ehlers on Wednesday to discuss a possible pool donation. Discussion revolved around

how we could accept this particular type of investment. One option would be to establish a project specific 501C3 or partner with a 501C3 that would receive the donation on behalf of the City for the project. Staff would prefer to partner. Staff was directed to look into the options available.

9) **Unfinished business:** None.

10) **Meeting Discussion:** The next regular meeting will be held virtually May 6, 2021 at 6:00 p.m.

11) **Adjourn:** Morrison made a motion, seconded by Duggan to adjourn at 7:00p.m. Motion passed 3-0.

Respectfully Submitted

Julie Roberts – Treasurer/Utility Accountant